

ENVIRONMENTAL TECHNICIAN II

FLSA Status – Non-Exempt

EEO Code – C/Technicians

Class Code – E338

GENERAL DESCRIPTION OF THE DUTIES

This position performs a variety of technical projects in the environmental services section, with its primary responsibility directed to the City's pretreatment program. The Environmental Technician II performs monitoring of industrial wastewater through site inspections, sampling and evaluating inspection results for environmental concerns and non-compliance, maintaining records and data, reviewing and issuing industrial wastewater permits, providing public education programs, and assisting in the preparation of technical reports.

The Environmental Technician I/II is a flex classification. The Environmental Technician II is the journey-level class, and is responsible for monitoring industrial waste discharge permits for compliance. At the journey-level, employees are expected to manage permits, monitor and assess industries for environmental concerns and non-compliance with state and federal regulations. The Environmental Technician I is the entry-level class and is responsible for assisting in the inspection of industrial facilities, monitoring industrial discharges, and data entry. At this level, employees perform routine tasks, coordinate minor permits, and work on smaller projects or discrete portions of a larger project.

SUPERVISION RECEIVED

This position works under the general supervision of the WRF Manager. Receives work assignments and direction from the Senior Environmental Technician.

SUPERVISION EXERCISED

Supervision is not a typical function assigned to this position. However, the Environmental Technician II may provide training and orientation to newly assigned personnel.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The duties and responsibilities listed should not be construed to be all-inclusive. The essential job duties will include other responsibilities as assigned and required.

1. Performs industrial pretreatment monitoring using operating flow meters, pH meters, and automatic sampling equipment; prepares samples for laboratory analysis in conformance with chain-of-custody procedure; and maintains records and data.
2. Performs inspections on selected industrial facilities to ensure regulatory compliance, meets with industrial representatives and technical specialists to discuss regulations, and prepares comprehensive inspection reports.
3. Develops and manages industrial waste discharge permits for selected facilities, assures that pretreatment participants follow established sampling protocol.
4. Provides technical assistance for new and existing industries regarding pretreatment.

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5. Reviews septage hauler permit applications for discharge permits; develops, modifies, updates, and renews septage permits, and maintains appropriate records.
6. Collects, compiles, and enters sampling and inspection data into computer; analyzes data using various computer applications; and compiles data for internal and regulatory compliance purposes.
7. Reviews industrial self-monitoring reports; maintains records regarding compliance reports and monitoring status; ensures that laboratory results are received in a timely manner and reviews laboratory reports and industrial pretreatment data.
8. Calculates surcharges for sewer bills, identifies industries in non-compliance with permit standards and regulations, prepares enforcement documents and conducts enforcement actions under the direction of the Senior Environmental Technician and legal counsel.
9. Presents pollution prevention education programs.
10. Investigates sources of unusual discharges in plant and collection systems; analyzes and determines type of pollutant, recommends appropriate action, and assists in both civil and criminal enforcement processes.
11. Reviews selected industrial user survey questionnaires to determine industrial pretreatment permit status; reviews completed permit applications to develop, modify, update or renew industrial wastewater discharge permits; and maintains permit records.
12. Assists the Senior Environmental Technician in the preparation of reports on pretreatment activities for the Oregon DEQ and other regulatory agencies; participates in audits conducted by regulatory agencies.
13. Assists in preparing responses to pretreatment audits and inspections, gathers and evaluates data for assigned projects, and assists in the development of rule changes, enforcement procedures, and permit policies.
14. Performs minor, routine, and/or preventive maintenance on laboratory instruments and equipment, including automatic samples, flow meters, and pH meters to ensure availability for use in conducting necessary tests and samples.
15. Performs monthly stormwater inspections and monitoring as required by the 1200 Z permits at both the Water Reclamation Facility and Airport locations.
16. Performs data collection as required by the Water Reclamation Facility's temperature management plan.

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17. Participates in data collection for the ambient sampling program.
18. Follows all safety rules and procedures established for work areas.

OTHER JOB FUNCTIONS

1. Maintains proficiency by attending training conferences and meetings, reading materials, and meeting with others in areas of responsibility.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of

- Advanced principles and practices of wastewater collection and treatment;
- Advanced sampling methods and the preservation of samples;
- Federal and state laws and regulations relating to industrial waste control;
- City laboratory and storage procedures and the means and techniques for collecting, storing and disposing of field samples;
- Data gathering and research methods;
- Word processing, spreadsheet and database software; and
- Basic math and algebraic calculations;

Ability to

- Use equipment associated with industrial pretreatment;
- Conduct field investigations and inspections;
- Collect field data and samples, analyze samples, and make recommendations regarding environmental data and sampling results;
- Monitor discharges and enforce federal and state laws;
- Maintain technical files;
- Follow safety precautions when working at field sites;
- Learn and apply City, state or federal codes and regulations;
- Communicate effectively and establish good working relationships with the public and industry representatives; and
- Evaluate problems and identify solutions.

EXPERIENCE AND EDUCATION

Any satisfactory combination of experience and training which demonstrates the knowledge, skills, and abilities to perform the essential job functions is qualifying. A typical way to qualify includes graduation from high school, trade or vocational school, or G.E.D equivalent; college level courses in engineering, chemistry, biology, or environmental sciences; and increasingly responsible experience in an industrial pretreatment program or wastewater treatment facility.

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REQUIRED LICENSES AND CERTIFICATIONS

Must successfully complete the University of California, Sacramento course in Industrial Inspection within one year from the hiring date. Successful completion of this course is required as a condition of completing the orientation period and achieving regular status in employment. A valid state driver's license is required.

DESIRABLE EXPERIENCE AND EDUCATION

Associate degree with course work in engineering, chemistry, or biology is desirable, but not required.

WORKING CONDITIONS

While performing the duties of this position, employees are frequently exposed to uncomfortable conditions such as dust, noise, fumes, odors and hazardous, toxic or pathogenic substances.

PHYSICAL AND MENTAL DEMANDS

While performing the duties of this position, the employee is frequently required to stand, sit, communicate, reach and manipulate objects, tools or controls. The position requires mobility and occasional bending and stooping. Duties involve moving materials weighing up to 10 pounds on a regular basis such as files, books, office equipment, etc., and infrequently weighing up to 70 pounds. Interpretation and application of Federal, State and local laws is frequently required.

Persons with disabilities may be able to perform the essential duties of this class with reasonable accommodation. Reasonable accommodation will be evaluated on an individual basis and depends, in part, on the specific requirements for the job, the limitations related to disability, and the ability of the City to accommodate the limitation.

Approved By _____ Date _____
(Department Director)

Adopted By _____ Date _____
(City Manager)

Established: 6/03 (Creation of a new position in response to increasing workload. Established as a flex class to allow hiring at the I or II level)

Revised: 3/04 (The classification has been revised to add responsibilities in the pretreatment program and reflect a new organizational structure and reporting relationship)